



# **JOB POSTING**

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Interested candidates should send their resume via regular mail, email (*as a Word document*) or facsimile to the address or phone number shown above. The Office of the Attorney General is an Equal Opportunity Employer.

## **JOB DESCRIPTION**

### ***SUPPORT STAFF, COLLECTIONS AND BANKRUPTCY LITIGATION SECTION***

Under the general supervision of the Section Chief of the Collections and Bankruptcy Litigation Section, processes incoming referrals; prepares documents and obtains relevant records for the defense of these cases; performs activities related to case management.

#### ***Duties:***

- Assists in managing general collection cases for various state agencies under the direction of the Section Chief of the Collections and Bankruptcy Litigation Section.
- Prepares pleadings and correspondence for attorneys' review, communicates directly with state agencies, other law firms and courts on a regular basis; schedules progress of cases; sets hearings; maintains attorney's calendar, etc.
- Maintains pleading and correspondence log using the case management systems (Latitude, Time Matters and Outlook).
- Open files in both Latitude and Time Matters.
- Close and archive files in Latitude and Time Matters.
- Processes monies in Latitude that are distributed to various state agencies. Forwards checks or money orders to those agencies with a collection receipt to be signed and returned.
- Outsource collection files to outside collection agency, under the direction of the Section Chief, by using software program through Latitude.
- Other duties as assigned by the Section Chief or other attorneys in the Collections and Bankruptcy Litigation Section.

#### ***Skills:***

- Court procedures and policies, state and federal statutes; working knowledge of legal research methods, English usage and grammar, basic writing skills, spelling and vocabulary; word processing and computer equipment and software.
- Confidential legal information may not be disclosed.
- Regular computer use is required with ability to operate case and document tracking systems, word processing software, spreadsheet software, and e-mail software. Knowledge of electronic filing procedures for federal courts.
- Apply knowledge of law and legal procedures in drafting legal documents; organize work, plan and complete assignments under high volume of work and short term deadlines; coordinate processing of court actions with attorneys and support staff; prepare statistical reports; deal with confidential and privileged information; develop, design, and input word-processing and computer applications.